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RECORD OF CHANGES

Date	Change Number	Summary of Changes

7000 INTRODUCTION

7010 AUTHORITY

The Oil Pollution Act of 1990 (OPA 90) directed that Area Committees develop Area Contingency Plans (ACPs) that address both oil and hazardous material releases for their area of responsibility. This section of the ACP provides guidance pertaining to hazardous material (HAZMAT) releases. Specific handling requirements for a HAZMAT response are outlined in 29 CFR 1910.120. General concepts and guidance for conducting either a HAZMAT release or oil spill response are contained in the initial sections of this ACP.

It should be noted that any release of hazardous materials has a high probability of occurring in coincidence with a fire and that Section 8000 of the ACP, the Marine Fire Fighting Plan, has been designed to work in conjunction with this plan.

7020 ACRONYMS AND DEFINITIONS

ACARP	As Clean As Reasonably Possible
ACP	Area Contingency Plan
AST	Coast Guard Atlantic Strike Team
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
EAP	Emergency Action Plan
First Responders	The first responding agency on scene, usually the local Fire Department.
HAZMAT	Hazardous substances, wastes, or materials including those listed in 49 CFR 172
HAZMAT incident or event	Any release or spill of a hazardous material, substance or waste requiring pollution control response.
HMRP	HAZMAT Response Plan, Section 8000 of the ACP
ICS	Incident Command System.
IAP	Incident Action Plan.
NPFC	Coast Guard National Pollution Funds Center
OSLTF	Oil Spill Liability Trust Fund
SSP	Site Safety Plan
SSO	Site Safety Officer
UC	Unified Command

7030 PURPOSE AND OBJECTIVES

Recognizing that there are a growing number of HAZMAT response plans, often mandated by law, being developed at all levels of jurisdiction. Therefore, rather than rewriting the plans written at the municipal, county and state levels, this plan provides a framework for the use of those plans during a HAZMAT incident.

The framework of this plan was developed by a subcommittee of the Area Committee that included representatives from local, county, state and federal government agencies, fire departments and environmental agencies.

7100 COMMAND

7110 RESPONSE ORGANIZATION - ICS

7110.1 Command Structure

Any response undertaken shall implement the NIIMS ICS system as outlined in Annex B, Appendix II of this ACP.

7110.2 Operational Command

The Response Organization during a HAZ-MAT incident is highly dependent on both the severity of the incident and size of the responding force. The initial Incident Commander is usually a Public Safety Official from the municipality in which the incident occurred. As Federal, State and local government agencies, the Responsible Party and response contractors become involved response organization shall implement the Incident Command System.

7110.3 Unified Command

The members of the Unified Command shall include the Federal On Scene Coordinator, the State On Scene Coordinator, the designated Public Safety Official from each municipality affected and the Responsible Party. Other members of the UC may include the trustees of affected Federal or State owned lands and/or entities from agencies that have a regulatory responsibility to respond. The designated FOSC for incidents located in the Coastal Zone is the U.S. Coast Guard. The US EPA is the designated FOSC for incidents inland of the Coastal Zone. The SOSC will be a designated representative from the Maine DEP, the New Hampshire OEM or both in the event of a cross border incident.

7110.4 Operations

The Operations Section shall operate in accordance with ICS guidelines. This Section will contain response technicians, workers and contractors.

7110.5 Planning

The Planning Section shall operate in accordance with ICS guidelines. It is important to note that the Planning and Operations Department need to work closely together in the incipient stages of an incident in order to develop initial response strategy. The Scientific Support Team operates as a unit of the Planning Section. This collection of scientific experts advises the Planning and Operations Sections and the UC on technical issues.

7110.6 Logistics

The Logistics Section shall be established as soon as practicable and shall operate in accordance with ICS guidelines.

7110.7 Finance

The Finance Section shall be established as soon as practicable and shall operate in accordance with ICS guidelines.

7200 OPERATIONS

7210 GENERAL

The nature of HAZ-MAT responses is extremely diverse in comparison to a response to a spill of oil. Strategies must then be stated in a general sense and outline concerns for all releases. This section will outline considerations that must be addressed for all incidences and describe the Operational organization.

7220 COUNTY AND MUNICIPALITY PLANS

The response to any HAZ-MAT incident shall be in accordance with the county contingency plan in which the incident occurred. The UC shall review this plan for adequacy in relation to the specific event and make changes as appropriate. The UC shall also review the plans for all counties or municipalities affected (such as in a traveling plume) and incorporate them as necessary.

The FOSC shall keep on hand a copy of each Municipality (New Hampshire) and County (Maine) Contingency Plan, which are updated by the drafting authorities every two years. However, it is vitally important that the County EMA provide an updated copy to the UC as soon as they are notified of the incident.

7230 INCIDENTS OUTSIDE COUNTIES OR MUNICIPALITIES

If a HAZMAT release occurs outside the jurisdiction of any County or Municipality (i.e. offshore or on federal land) the FOSC, SOSC and Responsible Party shall comprise the UC. County and Municipality plans will be consulted if a shoreside evacuation or other impact is anticipated. If any HAZMAT comes ashore the appropriate local Public Safety Official shall be included in the UC.

7240 INCIDENTS ON DEPARTMENT OF DEFENSE FACILITIES

If a HAZMAT release occurs on a DOD facility, the sponsor of that facility (U.S. Navy, U.S. Army, U.S. Air Force, U.S. Marines) is the FOSC and will conduct the response.

7250 OPERATION AND STRATEGIES (GENERAL)

7250.1 Pollution Response Action

The evolution of action during a HAZMAT incident response should follow five basic steps. The five steps are Recognition and Notification, Evaluation, Control, Remediation, and Conclusion. Each of these steps need to be addressed and each step will need to be tailored to the specific incident.

Recognition and Notification- This step involves the identification of the hazardous material involved, the associated hazards, and the degree of hazard. This initial step will normally be conducted by the reporting agency or person. THIS STEP DOES NOT INCLUDE RECON. Recognition should be general in nature and include the nature of the incident (e.g., overturned truck in river) and the hazardous material involved (e.g., placard UN# 1718). Once on-scene, the OSC shall identify what hazards may exist (e.g., Physical hazard of the truck, 1718 = Sulfuric Acid, evacuation call). The OSC shall establish a “Hot Zone,” ensure all required agencies and persons are notified, and designate the personnel or agency to make the initial site recognizance and the level of PPE for those responders. The OSC shall designate a Site Safety Officer and a site safety plan must be completed prior to any action on site.

Site Safety Officer (SSO) - By law, the OSC and Site Safety Officer must be prior to any response operations occur involving HAZ-MAT.

Evaluation- This step includes assessing the risk that the situation poses to the public, response personnel, and the environment. This is the step in which initial entry or approach to the site occurs. Response personnel will use analytical techniques to determine the level of contamination and identify the

existence of any explosion, fire or toxic hazards. This step includes PPE and monitoring equipment requirements. The Scientific Support Team will use the information gathered by on-site personnel to identify the level of risk to the public and responders. The OSC will re-evaluate the evacuation policy and set PPE limits for all responders.

Control- This step includes identifying methods to reduce or eliminate the hazard. In reality, this step and the Evaluation step could happen simultaneously or in reverse order. This step is the physical work of shoring, diking, berming, adsorption of material, stabilization of physical hazards, preventive hazing of wildlife, etc.

Remediation- Remediation may in fact be the same as the Control step for simple events. Remediation is the long term clean up of an site and may involve such activities as soil removal, dredging, ground water clean up or other long term projects. The OSC will ensure the site has been properly cleaned up and taken over by a Remediation agency or contractor.

Conclusion- Once the OSC has decided that the site is clean to a ACARP level, that a hazard no longer exists, or that a proper Remediation is under way they will conclude the incident, ensure the proper funding and legal documentation is completed, and debrief the responders.

7260 NIIMS ICS

A response involving more than one jurisdiction (e.g. FOSC, SOSC, Fire Dept., Responsible Party) shall implement the Incident Command System as described in Annex B, Appendix II of this ACP. The UC staff shall take additional guidance from the respective sections of this Plan.

7260.1 Role of the Initial IC

The initial IC (usually the local Fire Department) is responsible for fully briefing incoming members of the UC on the status of the incident response (this information can be summarized in NIIMS ICS form 201).

7260.2 Incident Action Plan (IAP)

Once established, the role of the UC is to focus on moving the response from the Emergency Phase to the Response Phase. The development of an IAP, as outlined in NIIMS ICS should be the instrument for this conversion.

7270 CHECK OFF SHEETS

The following check-off lists are provided for any agency/person responding to a HAZ-MAT incident pursuant to this plan. They are general in nature, and should only be used as a guideline to actions taken. Each HAZ-MAT event is unique due to the wide variety of substances and environments that they may occur in.

7270.1 Notification of Spill / Release Check-Off List

INITIAL INFORMATION

Date/Time of Report: _____

Received By: _____

Notified By: _____

Telephone No.: _____ Fax No.: _____

Location of Release: _____

Material Spilled: _____

Date/ Time Spilled: _____

Nature of Release: Air / Water / Land

Quantity of Material Spilled: _____ Quantity in Container: _____

Description of Incident: _____

Water Body Impacted: _____

Source/ Responsible Party: _____

Cause/ Operation in Progress: _____

Actions Taken: _____

_____

Weather On Scene: _____

Agencies Already Notified: _____

Resources On Scene: _____

Incident Commander: _____ Telephone No.: _____

NOTIFICATIONS

- θ Notify Local Fire Department
- θ Notify NRC…… 1-800-424-8802
- θ Notify Coast Guard…….. 207-780-3251
- θ Notify EPA…… 617-223-7265
- θ Notify State EMA:
  - Maine EMA…… 207-287-4080
  - NH OEM (State Police)…… 1-800-525-5555
- θ Notify County EMA
- θ Notify New Hampshire DES…… 613-271-3636
- θ Notify Maine DEP…… 1-800-482-0777

7270.2 First Response Check-Off List

This check-off list is meant to be a guide for the First Responder to a HAZMAT incident. DO NOT under any circumstances enter a contaminated area unless trained and equipped to do so with proper support and DEON preparations made. Remember you may be the only "eyes and ears" the Unified Command has on scene. Write everything you observe down.

1. POSITION YOURSELF

- θ Locate upwind, upstream, uphill, or upcurrent of the incident.
- θ Locate yourself where you can see the incident.

2. OBSERVE

- θ Ensure notifications are made (Use the Section 7270.1, Notification Check-off List).
- θ Identify the container type.
- θ Identify any placards, labels, or packaging (Use DOT Emergency Response Guide).
- θ Observe any effects on people, animals, vegetation, and environment in the area surrounding the incident.
- θ Identify the wind direction and weather (stay upwind).
- θ Identify the distance and direction to nearby dwellings or places of business.
- θ Identify the distance to the nearest surface water (if on land).
- θ Identify current speed and direction and sea state (if afloat).
- θ Identify any vapor or cloud including size and direction of travel.

3. ACT

- θ Establish a safety area (Use DOT Emergency Response Guide).
- θ DO NOT ENTER any contaminated area unless trained and equipped for entry and Incident Commander is on scene, EVEN TO RESCUE OTHERS.
- θ Render First Aid to victims outside the contaminated area
- θ Establish communications with UC or Incident Commander
- θ Brief the Incident Commander or Command representative when they arrive on scene

7300 PLANNING

7310 GENERAL

The Planning Section Chief's responsibilities are outlined in Annex B, Appendix II of this ACP.

The Planning Section of any HAZ-MAT response has a critical role in both the initial emergency phase of a response and in the long term remediation and response closure planning. In the first few hours of a response, before any operations are undertaken, the planning section will work closely with the Site Safety Officer to develop the Site Safety Plan. It is important to note that by law, 29 CFR 1910, a Site Safety Plan is required to be completed and signed by all participants prior to their approaching the site.

7320 SITE SAFETY PLAN

An Emergency Action Plan or Site Safety Plan shall be developed for each HAZMAT release response as soon as possible. The Emergency Action Plan is developed, by the first responders, to address safety issues during the Emergency phase of an incident. By law, the OSC and the Safety Officer must be named within the plan. The Unified Command, once established, may amend the Emergency Action Plan or Site Safety Plan as needed. It is the Planning Section Chief's responsibility to ensure that the plan is updated continuously. However, ultimate responsibility for this plan lies with the SSO and the OSC. The SSO and Planning Section Chief must work closely to keep this plan updated.

The following is a generic Site Safety Plan for use to develop a site specific plan. It is important to note that this plan will change as the response develops and conditions change. For example, changes may occur in the PPE and monitoring equipment required.

7320.1 Site Safety Plan

SITE SAFETY PLAN

A. SITE INFORMATION/DESCRIPTION

Site Location: _____ Date: _____

Surrounding Population: ___ Industrial ___ Residential ___ Rural ___ Unpopulated ___ Other

Topography: ___ Rocky ___ Sandy Beach ___ Docks ___ Cliffs ___ Marshes ___ Other:

Major Hazards:

B. WORK PLAN AND ENTRY OBJECTIVES:

C. ON-SITE ORGANIZATION: (OSC and SITE SAFETY OFFICER are required by law)

D. SITE CONTROL

1. All personnel will receive briefings before and after each shift, before making a hot zone entry, and when significant changes are made to the site safety plan.
2. Training/ Briefings: In general all personnel shall be adequately trained for the task they are assigned. All personnel shall comply with the training requirements in 29 CFR 1910 and to the guidelines and regulations of the agency or corporation in which they are employed.
3. Check In: Procedures for all personnel to report in when entering or departing work area.
4. Site Safety Plan: No person shall enter the site without subscribing to this or another approved site safety plan.
5. Site Map:
6. Control zones: Description of control zones, Hot/Warm/Cold.
7. Site Boundaries: Control boundaries described as on the Site Safety Map.

8. Medical Monitoring: Personnel entering the contaminated zones shall be enrolled in an occupational medical monitoring program in accordance with 29 CFR 1910.120 and as prescribed by their employer.

   Personnel wearing level A, B, or C ensembles shall be monitored before suiting up and after exiting decon.

E. HAZARD EVALUATION

1. CHEMICAL HAZARDS -

Known hazardous materials on site.

Hazardous Material:	Concentration (if known):	Primary Hazard (e.g. toxic, inhalations):

2. Environmental Monitoring for Chemical Hazards

Instrument:	Frequency:
Combustible Gas	
Oxygen	
HNU	
OVA	
WBGT/heat stress	
Noise	
Radiation	
Teletemp	
3M OV dosimeter	
Other:	

3. Safety Hazards

The following factors should be considered in order to evaluate other hazards on scene.

___ Lighting - Lighting requirements for dark work areas or after sunset are listed in 29 CFR 1910.120.

___ Work near or on water (PFDs)

___ Heat Stress

___ Cold Stress

___ High Noise Levels

___ Drum Handling - Drums must be handled in accordance with 29 CFR 1910.120

___ Confined Spaces

___ Poisonous/ Infectious Insects

___ Poisonous Plants

___ Electrical Hazards

___ Trap Hazards

___ Carbon Monoxide

___ Falling Objects

___ UV Light Exposure

___ Helicopter Operations

This is not an all inclusive list, the Site Safety Officer should ensure that no other hazards exist on site unnoticed before commencement of operations.

G. PERSONAL PROTECTIVE EQUIPMENT

LOCATION	TASK	LEVEL (Circle one)	OTHER/FILTER (Level C)
HOT ZONE	Survey teams	A B C D	
	Sampling teams	A B C D	
	Mitigation teams	A B C D	
WARM ZONE	Decon teams	A B C D	
	Back-up teams	A B C D	
COLD ZONE	Response Personnel	D	
	Visitors	D	

Special Prescriptions for PPE:

LEVEL A

LEVEL B

LEVEL C

LEVEL D

H. DECONTAMINATION PROCEDURES. Decontamination of contaminated personnel and equipment shall be conducted in accordance with the following procedures and layout:

I. SANITATION & PERSONAL HYGIENE. Potable water, toilets, and personal hygiene facilities shall be readily available.

J. COMMUNICATIONS PROCEDURES. Communications shall be conducted as follows:

Channel ___ has been designated as the radio frequency for personnel in the HOT ZONE

Channel ___

Channel ___

Channel ___

Cellular phone/ Telephone numbers:

_____ is the emergency signal to indicate all personnel should leave the HOT ZONE. Any failure of radio communication requires an evaluation of whether the personnel should leave the HOT ZONE.

The following standards hand signals will be used in case of a radio failure:

- hand gripping throat	"Out of air, can't breathe"
- gripping partners wrist or both hands around wrist	"Leave area immediately"
- hands on top of head	"Need assistance"
- thumbs up	"OK, I'm all right, I understand"
- thumbs down	"No, negative"

J. EMERGENCY PROCEDURES

In all cases when an on site emergency occurs, personnel shall not reenter the work area or restart work until:

- The condition resulting in the emergency has been investigated by supervisory personnel, and has been corrected
- Hazards have been reassessed
- Site personnel have been briefed on any changes in the operation and site safety plan

The decontamination team will at all times maintain the ability and equipment specifically assigned to decontaminate an injured responder or victim in the HOT ZONE.

K. EMERGENCY MEDICAL PROCEDURES

Contact designated EMT or medical personnel designated in organization

The closest hospital for regular emergencies is

The closest hospital for contaminated victims is:
(SSO must confirm with hospital before approval of this plan)

K. PERSONAL MONITORING. The following personal monitoring will be in effect on site:

Personal exposure sampling:

Medical monitoring:

L. SIGNATURE

All site personnel have read the above plan and are familiar with its provisions.

Position:	Name:	Signature:
OSC		
SSO		
SSC		
Operations		
Planning		

7330 PLANNING REQUIREMENTS

7330.1 Compliance Requirements

Any response to a HAZ-MAT incident shall comply with 29 CFR 1910.120 in all aspects concerning both emergency response and hazardous materials operations. The Unified Command shall determine when operations shift from emergency operations, requiring an EAP, to normal operations requiring a SSP.

7330.2 Training

The Operations Chief shall insure that all responders are trained in accordance with 29 CFR 1910.120 for the tasks that they are assigned.

7330.3 Volunteers

The Logistics Section shall ensure that all volunteers have the proper HAZWOPER training for the tasks that they are assigned.

7340 AREA RELEASE HISTORY

7340.1 General

There have been no recorded significant Hazardous Materials incidents in this Area with the exception of the M/V Empire Knight wreck, containing 221 flasks of mercury, that was discovered in 1990.

7340.2 M/V EMPIRE KNIGHT

In February of 1944, the M/V EMPIRE KNIGHT, a 428 foot British freight ship ran around on Boon Island Ledge, Maine, and later broke into two sections. The stern section, which includes the ship's cargo holds, sank in approximately 260 feet of water, one and one half miles from Boon Island Ledge. In August of 1990, the Coast Guard became aware of the existence of a "proposed" plan of stowage dating from 1944 for the M/V EMPIRE KNIGHT which indicated that 221 flasks containing mercury may have been loaded onto the vessel.

The Coast Guard convened an Incident Specific Regional Response Team (RRT) consisting of representatives from the Maine Department of Environmental Protection, the New Hampshire Department of Environmental Services, the Maine Department of Marine Resources, the New Hampshire Department of Fish and Game, the U. S. Environmental Protection Agency, the U. S. National Oceanic and Atmospheric Administration, and the U. S. Coast Guard to gather information about the M/V EMPIRE KNIGHT and its cargo, and to identify possible courses of action.

Emergency site assessment and removal operations, conducted in 1993 by the Coast Guard, confirmed the presence of mercury on board. All 221 manifested mercury flasks were located in cargo hold 5 and subsequently recovered, but they were found in badly deteriorated condition and were nearly empty. Removal operations were able to recover approximately 1,230 pounds of mercury and 2,200 pounds of mercury contaminated debris before being suspended due to degenerating weather conditions. An estimated 16,000 pounds of mercury remain unrecovered and is believed to have settled in the low point of cargo hold 5.

Further site sample analysis showed that while mercury concentrations were elevated inside the cargo hold they quickly dropped off to background levels in the bottom sediment outside the hold. Scientific forecast of the site indicated that the site was currently stable and that the remaining mercury would not pose a substantial threat to the environment as long as the wreck remained undisturbed. In September 1994, the RRT concluded that the wreck of the EMPIRE KNIGHT did not meet the condition of "imminent and substantial" threat under CERCLA and that additional emergency response operations would not be conducted.

7350 AREA THREAT ASSESSMENT

7350.1 Area of Responsibility

The Area of Responsibility and Sensitive Areas under this Section are the same as outlined in Annex E of this plan

7350.2 Marine Commerce

The Area covered by this plan is not a major destination or point of origin for large shipments of hazardous materials other than LPG or petroleum products. However, it is recognized that large shipments of hazardous materials could be passing through the area en route to or from Canada by sea.

7350.3 Transfer, Storage, and Processing Facilities

There are several storage areas for hazardous materials in this Area. These facilities are outlined in each municipal or county plan.

7350.4 Transportation Overland through the Coastal Zone

Transportation of hazardous materials trough the coastal zone, by rail or by truck poses the most significant transportation risk in this Area. Interstate 95 is the primary route of concern. A compressive study of the exact amounts and identification of all substances being transported through this area has not been conducted.

7360 PLAN REVIEW

The HAZMAT Response Plan shall be reviewed and updated in accordance with Annex D, Appendix I of this ACP.

7400 LOGISTICS

7410 GENERAL

The Logistics Section Chief's responsibilities are outlined in Annex B, Appendix II of this ACP. The Logistics Section Chief shall consult the county or municipal response plan for listings of local resources.

7420 AREA RESOURCES

7420.1 List of Area HAZMAT Teams.

James River Corporation
Steve Foster/Bob LaFlamme
PO Box 547 Old Town, ME 04468
207-827-7711

Bowater Great Northern Paper
Carl Ackeley West Mill
Millinocket, ME 04462
207-723-2278

Georgia Pacific Corporation
Paul Spinney and Hal Mulholland
Woodland, ME 04694
207-427-3311 ext. 14

Fraser Paper Company
30 18th Avenue
Madawaska, ME 04756
c/o Chief Cyr at Madawaska FD

Washington County Hazmat Team
(Just organizing)
c/o Paul Thompson
EMA Director Washington County
PO Box 297 Machias, ME 04654
207-255-3931

International Paper Hazmat Team
Ray Lagasse Chief
Androscoggin Mill, Jay, ME 04239
207-897-1314

Crown Vantage Paper Mills
(formerly James River Corp)
c/o Elmer Lang Safety Director
650 Main Street Berlin, NH 03570
603-449-3487

Chief Ronald Smith
Bridgeton Fire Department
Hazmat Team
RR2, Box 198 Bridgeton, ME 04009
207-647-2609

Penobscot County Hazmat Team
(still organizing)
Steve Watson Emergency Mgt Director
Penobscot County EMA
97 Hammond Street Bangor, ME 04401
207-942-8535 ext. 34
(also contact Penobscot County Fire Chiefs)

Boise Cascade and Rumford Fire Department
Chief Arthur Boivan RFD
207-364-2901

Chief Bill Hussey HM Team
Rumford, ME
207-562-7079

Champion International Corporation
c/o Chief Denny Robertson
River Road Box 1200
Bucksport, ME 04416
207-469-1700

S.D. Warren Paper Company
c/o Ken McCaughey and Joe Bolduc
RR 3 Skowhegan, ME 04976
207-453-9301 ext. 5351

S.D. Warren Paper Company
c/o Jean Wheat, Safety Director
89 Cumberland St. PO Box 5000
Westbrook, ME 04098
207-856-4257

Madison Paper & Anson/Madison RFs
c/o Joe McCarthy, Safety Director
PO Box 129 Madison, ME 04950
207-696-1202

OSRAM Sylvania
Keith Hodsden
Friendship Street Waldoboro ME 04572
207-832-5313

Chinet Company & Kennebec County
c/o Charles Bridges
242 College Ave. Waterville, ME 04901
207-877-6467
Chief Darrell Fournier Waterville FD
207-873-3347

Scott Paper Company
Ed Cornwall, Jr.
Winslow, ME 04901
207-877-5000

National Semiconductor Corp
Bruce Lewis Emer. Serv. Supvr.
333 Western Ave., Mail Stop 01-31
South Portland, ME 04016
207-775-8585

Lincoln Pulp & Paper
(does not have a team/but is involved actively)
Bill Judkins, Safety Director
Lincoln, ME 04457
207-794-6721

Eastern Fine Paper
Phil Mateja Safety Director
South Main Street Brewer, ME 04412
207-989-7070

Madison Fire Department
Chief Walter Hayden
207-696-3971

South Portland Fire Department
Chief John True
207-799-3311

Madawaska Fire Department
Chief Norman Cyr
207-728-7083

Rockland Fire Department
Chief Ray Wooster
207-594-8431

East Millinocket Fire Dept
Chief Les Brown
207-746-9951

Windham, Gorham, Westbrook Fire Dept's.
Chief Charles Hammond
207-892-1911

Chief Bob Lefrbvre
207-839-5037

Chief Byron Rogers
207-854-0654

Orono Fire Department
Chief Robert Burke
207-866-2556

Old Town Fire Department
Chief Edwin Pollard
207-827-3961

Anson Fire Department
Chief Dan Caldwell
207-696-3297

Farmington, Wilton, Jay, Levermore Falls FDs
Chief Bob McCleery
207778-6538

Chief Doug Smith
207-897-4920

Chief Ken Jones
207-897-6912

Chief Ted Baxter
207-645-3073

7500 FINANCE

7510 GENERAL

The Finance Section Chief's responsibilities are outlined in Annex B, Appendix II of this ACP. However, there are a some responsibilities specific to a HAZ-MAT response that are identified in the following information.

7520 NPFC USER REFERENCE GUIDE

The primary reference for the Finance Section Chief should be the National Pollution Funds Center, User Reference Guide. A check-off list for the Finance Section Chief Section 7570.

7530 CERCLA/THE SUPERFUND

The primary Federal fund for the response and remediation of a HAZMAT release is the CERCLA fund, also known as "the Superfund", not the OSLTF. Use of this fund is activated by the FOSC when the following three elements are present in a response:

1. There is a release or threatened release of a hazardous material;

2. The release poses an immanent and substantial threat to public health and/or safety; and

3. The Responsible Party failings or is unable to take appropriate action.

The FOSC is responsible for determining if these elements exist.

7540 FOSC ACCESS TO THE FUND

The FOSC must take the following steps in order to activate the CERCLA fund:

1. Notify a NPFC Case Officer by the most expeditious means possible and request issuance of a CERCLA Project Number (CPN) and corresponding ceiling amount. The following information must be provided to the NPFC Case Officer:

A. Incident name;
B. Coast Guard MSO conducting response operations;
C. FOSC point of contact, phone number and FAX number;
D. Location of the incident (including latitude and longitude);
E. Date the incident occurred and/or was discovered and the date that FOSC action commenced;
F. Description of the threat;
G. Ceiling amount requested;
H. List of hired contractors and the amount obligated to each.

2. The NPFC will respond promptly to all requests and provide confirmation, via Coast Guard message traffic, by the following day.

3. A FOSC determination that there is a substantial and immanent threat is required in order to access the CERCLA fund. This determination should be stated in the initial Coast Guard generated Pollution Report (POLREP 1). The POLREP should include the following information:

A. Hazardous material, pollutant or contaminant involved;
B. Description of the affected or threatened area (people, animals, crops, drinking water, etc.);
C. Statement indicating that this situation presents an immanent and substantial threat to the health and safety of the public and/or the environment;
D. Description of the response actions necessary to neutralize the threat.

7550 CERCLA LIMITATIONS

The CERCLA fund initial ceiling amount for a HAZMAT release response is limited to a maximum $250,000. Requests to raise the initial ceiling amount are considered on a case-by-case basis. A request for a raise of the ceiling amount must be supported by an Action Memorandum from the FOSC to the NPFC. Directions for completing an Action Memorandum are included in Chapter 4, Section K of the NPFC User Reference Guide.

7550.1 Documentation

FOSCs shall follow NPFC Resource Documentation TOPs procedures as outlined in the NPFC User Reference Guide. The forms used are equally applicable to both HAZMAT release and oil spill responses.

The FOSC shall retain all documentation generated during a CERCLA funded response for 10 years.

7550.2 Cost Summary Report

Within 30 days of the completion of the a CERCLA funded response, the FOSC shall submit a Cost Summary Report to the NPFC.

7560 CLAIMS

Claims shall be handled in the same manner as in an oil spill.

7570 FINANCE SECTION CHIEF CHECK OFF LIST (CERCLA RESPONSE)

CASE INFORMATION

Case Title: _____

Responsible Party Name: _____

Location of Spill: _____

Material Spilled: _____

Amount of Funds needed: _____

Contractor(s) hired: _____

ACCESSING THE FUND

θ Call NPFC 703-235-4756/ 235-4767/ 235-4768 (after hours contact 1-800-759-7243 then enter PIN # 2073906 and call back number)

θ Provide the Case Information.

θ The NPFC personnel will authorize the use of CERCLA funds.

Authorizing Person:_____ Amount:_____

Date/ Time:_____ CN Assigned:_____

Accounting String:_____ Document Control #:_____

θ Ensure Coast Guard MSO Portland, ME sends POLREP as described in Section 7603.

OBLIGATIONS

θ Determine equipment needs

θ Determine obligations and amount

θ Hire contractor(s):

Name:_____ Amount Obligated:_____

Address:_____

Name:_____ Amount Obligated:_____

Address:_____

θ Provide Coast Guard MSO Portland with case, access and obligation information.

CLEANUP DOCUMENTATION

- θ Ensure Documentation
- θ Use Coast Guard Form CG 5136 (obtain from the COTP) for CG personnel and equipment
- θ Ensure Contractors use the same or equivalent form
- θ Ensure Coast Guard MSO Portland, ME sends POLREPS including the following information:

  CN in subject line

  Ceiling

  Total obligations

INVOICE CERTIFICATION

- θ Date stamp invoices received from contractors
- θ Obtain the certification for the invoices from the FOSC
- θ Mail certifications to Coast Guard MLC(f) within 5 days

FPN DEACTIVATION

- θ When CERCLA funds are not expended, deactivate the FPN
- θ Ensure Coast Guard MSO Portland, ME sends a Deactivation Message